



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
JANUARY 12, 2012**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:30 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, January 12, 2012.

ROLL CALL

COMMISSION MEMBERS PRESENT:

William Sendt, Vice-Chairperson
Marcus Bush, Commissioner
Raphael Courtney, Commissioner
Leslie Coyote, Commissioner

COMMISSION MEMBERS ABSENT:

None

STAFF PRESENT:

Stacey Stevenson, Human Resources Director
Lilia Muñoz, Human Resources Technician
Lizza Galindo-Rojas, Human Resources Assistant

REPRESENTATIVES PRESENT:

None

SALUTE TO THE FLAG

Commissioner Bush led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Special Meeting of October 24, 2011

HR Director Stacey Stevenson informed the Commission that although Commissioners Sendt and Courtney were in attendance at the special meeting, Commissioners Bush and Coyote are still eligible to vote to approve the minutes.

Action: Motion made by Bush, seconded by Courtney, and unanimously carried to approve the special meeting minutes of October 24, 2011.

REPORTS FOR FILE

Personnel Report Report of Vacancies

Action: Motion made by Courtney, seconded by Bush, and unanimously carried to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

UNFINISHED BUSINESS

None

NEW BUSINESS

Commissioner Courtney asked if there were any hearings coming up. HR Director Stacey Stevenson informed the Commission that there were no hearings coming up.

ELECTION OF OFFICERS

HR Director Stacey Stevenson informed the Commission that on an annual basis, typically in the January meeting, the Commission elects a Chair and Vice-Chair. Currently Mr. Sendt is the Vice-Chair. Vice-Chair Sendt expressed that he would like to see progression, that whoever serves as Vice-Chair moves into the Chair position. However, it could be discussed further at another time, including working on some by-laws.

Commissioner Bush nominated Sendt for the Chairperson and the nomination was seconded by Courtney. There were no other nominations. All AYES. Vice-Chairperson Sendt is the new Chairperson.

Chairperson Sendt nominated Courtney for the Vice-Chairperson and the nomination was seconded by Coyote. There were no other nominations. All AYES. Commissioner Courtney is the new Vice-Chairperson.

HR Director Stacey Stevenson responded to Chairperson Sendt's comment on creating by-laws. She informed him that it is a discussion she has had with the City Attorney, and that we could make it a priority for this year. She was going to collect a few samples from other agencies, and place the item on the next regular meeting.

STAFF COMMENTS

HR Director Stacey Stevenson informed the Commission that Ms. Camacho resigned last month, and that the vacancy had been published. She asked them if they are aware of a good candidate that resides in the City to encourage them apply for the vacancy.

She informed them that the City Manager announced his resignation at the end of this month to accept a City Manager position for the City of San Leandro. The Council has begun discussions in light of his departure; no word on the process to fill the position at this time.

She also informed them that City staff had just returned to work on January 3 from a two-week closure.

Vice-Chairperson Courtney asked about the cut to Redevelopment, and if they were going to have reclassifications coming to them. HR Director Stacey Stevenson gave them an overview of the Redevelopment issues, and currently there are more questions than answers. In terms of staff, there are small number of staff that are paid full-time by Redevelopment, and there are a number of other staff that are partially funded by Redevelopment. For example, the Human Resources Department personnel cost is funded 20% by Redevelopment funds. She explained that as Redevelopment goes away, the City will need to absorb the costs from the general fund or those costs need to go away.

COMMISSIONER COMMENTS

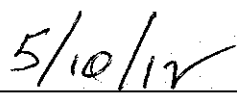
Vice-Chairperson Courtney reminded Chairperson Sendt of his request for training. HR Director Stacey Stevenson asked if there was a specific training that he had in mind, and reminded him that he was going to provide CPRC materials in order to assist in the development of any training. Chairperson Sendt said he would provide the CPRC materials.

Chairperson Sendt asked if Council could work on a letter of appreciation for Jerry Cano and Leticia Camacho. He also requested a CD copy of the last meeting recording.

ADJOURNMENT

Action: Motion made by Bush, seconded by Coyote, and unanimously carried to adjourn the regular meeting at 6:09 p.m., Thursday, January 12, 2012, to the next regular meeting of the Civil Service Commission on Thursday, March 8, 2012, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.


CHAIRPERSON


DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.